



**U.S. Department of Justice**  
Justice Management Division  
*Personnel Staff*  
Web Site: <http://www.usdoj.gov/jmd/ps>

**MAY 15 2008**

Washington, D.C. 20530

MEMORANDUM FOR COMPONENT HUMAN RESOURCES OFFICERS

FROM:

*Raymond A. Pagliarini, Jr.*  
Raymond A. Pagliarini, Jr.  
Director, Personnel Staff

SUBJECT:

Office of Personnel Management (OPM) Administrative Careers With  
America (ACWA) Assessment Instruments

This memo is in regards to the administration of the ACWA assessment instruments throughout the Department of Justice (DOJ). In accordance with the Delegated Examining Interagency Agreement between DOJ and the Office of Personnel Management (OPM), the Delegated Examining Operations Handbook (DEOH), Chapter 2, and Appendix E of the DEOH, all personnel responsible for administering the ACWA assessment instruments must complete the OPM required initial training as well as comply with the two year recertification requirement.

OPM recently advised DOJ that we currently do not have any employees certified to perform these specific delegated examining activities. Based on this information, it is necessary as a Department that we immediately cease administering the ACWA examination until completion of the training scheduled for Wednesday, June 18, 2008. Please understand that this action is necessary as a direct result of our oversight responsibilities.

During the interim, if you must continue recruiting for testing designated positions, you will have to either enter into a reimbursable agreement with OPM to have them perform these services on your behalf, or enter into an agreement with another Federal agency. Attached you will find the OPM Fiscal Year 2008 Examining and Testing Pricing Guide which provides information and specific instructions for obtaining their services.

The ACWA Training will be held on June 18th from 10:00 am - 2:00 pm here at the National Place Building. All individuals attending this training must have a current delegated examining certification. Please ensure you have appropriate representation for your delegated examining unit. Once trained, those individuals will be able to conduct the appropriate ACWA assessment for testing designated positions. For those components who currently do not conduct their own ACWA assessments, it may be beneficial to send a representative to the session to be trained as well, in the event that you decide to advertise a testing designated position in the future. We requested under a separate memo, the names of all employees who will attend the training.

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As always, we appreciate your partnership in this effort as we continue to ensure effective and efficient delegated examining activities throughout DOJ. If you or your staff have any questions, please contact Donna Jacob, DOJ Human Resources Policy Group, on (202) 353-3186 or via electronic mail at [Donna.Jacob@usdoj.gov](mailto:Donna.Jacob@usdoj.gov), or Cindy Westray, DOJ Human Resources Policy Group, on (20) 305-1757 or via electronic mail at [Cindy.L.Westray@usdoj.gov](mailto:Cindy.L.Westray@usdoj.gov).

**Attachment**